



# **Probationary Employee Training Program**

## **Probationary Employee Instructions**



Congratulations on completing recruit school and welcome to your probationary packet. Your probationary packet is designed to introduce you to station activities while continuing to develop your firefighting and patient attendant skills. The probationary packet will guide you from basic information to more complex skills assessment at the end of your probationary packet.

Your station officer will be the primary contact and source of information while completing your probation. Your station officer will provide direction, structure, and all questions concerning your probationary packet. While your station officer has the primary responsibility of ensuring that you have adequate time and resources to complete your probationary packet, your station officer may not be your primary *instructor*. Your station officer will provide the most appropriate resources based upon the specific task that you have to complete. You should review your probationary packet with your station officer so that you can agree on the best learning method for you.

You will be provided a timeline to complete your assignments. While the deadlines are listed, keep in mind that the assignments will have to be reviewed by your station officer prior to presenting the finished product to your battalion chief. It is to your benefit to complete your coursework in a timely manner so that unforeseen complications will not hinder its completion and corrections can be made before forwarding your work to your battalion chief.

Written assignments and skill sheets should be forwarded to your battalion chief. Your journal will be kept at the station and may be asked for at anytime. Directions for each module exercises are provided in the probation index. You should keep copies of all your coursework and correspondences with your supervisors.

You are encouraged to make the most out of your probationary packet and the learning opportunity that it presents. You are also reminded that at the end of your probationary period you and your station officer will return to the training academy for probationary testing. In order to complete your probation and obtain full employment status you must take and pass your written, practical skills, and IPE test.

***Requirement for successful completion of probation***

In order for the probationary employee to be recommended for full term merit system employment the probationary employee must complete the following skills and meet the following conditions.

Prior to completing probation the probationary employee must:

- Obtain driver certification on a BLS unit.
- Successfully complete probationary skills and written assignments.
- Pass probationary Fire and EMS written and practical exams.
- Complete the IPE within 11 minutes.

And other skills and assignments as assigned by the Division Chief of Wellness Safety and Training and the Division Chief of Operations.